

Maurita Johnson, Deputy Director

Authorized Signature

Number: CW-AR-13-001

Issue Date: 3-22-13

Topic: Foster Care

Due Date: 3-22-13

Subject: Placement in any BRS or non-BRS contracted placement or Psychiatric
Residential Treatment Facility

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County DD Program Managers |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Other (please specify): |

Action Required:

The Department is transferring all contracted child placement entries in OR-Kids to the Central Office Well Being program staff effective April 1, 2013. Please see Reason for Action for the rationale for this change.

Please read below and review attached flow chart and Department forms used to implement this business process change.

Reason for Action:

Implementation of the OR-Kids system has significantly increased the complexity of BRS placements in terms of ensuring accurate data on the Private Child-Caring Agency License, the Professional Foster Home Certification, the contract parameters and limitations, and the placement service category and type. Because most of these data elements are handled through Central Office staff, and after a LEAN process mapping, the decision was made in early December to centralize all contracted placement entry into OR-Kids.

The Well Being Program in Central Office has developed the processes and business flows for this to occur and will implement centralization of this placement service entry on **Monday, April 1, 2013**.

The process for this placement entry and the related forms that have been developed to transmit information to the caseworker, supervisor, BRS or non-BRS provider, and CCO and are attached in the procedures which follow.

I. Local Child Welfare Office responsibilities when a child is referred to a BRS provider

1. A caseworker can consult with the local Child Welfare office Residential Resource Consultant when necessary on the type of BRS placement appropriate to meet the child's needs.
2. The caseworker prepares a referral packet to appropriate BRS or non-BRS contracted programs and sends materials with the attached cover letter to the appropriate BRS or non-BRS provider(s). (CF 90)
 - a. Redact confidential information prior to sending a child's records to a prospective provider (For example: the Department must be the legal guardian of the child to disclose drug or alcohol records regarding the child. Drug and alcohol records regarding the parent cannot be disclosed without a court order or an authorization from the parent.) Use the Disclosure Analysis Guidelines on the Staff Tools page to guide the redaction process. http://www.dhs.state.or.us/caf/cw_stafftools.htm
 - b. Redact social security numbers.
3. The caseworker sends an electronic copy of the referral packet to BRS.PlacementSupport@state.or.us

Please write **REFERRAL** in the Subject Line of the email. The staff in the Well Being Program office will obtain a BRS Authorization from the Licensed Practitioner of the Healing Arts (LPHA), as appropriate and will provide a copy of the authorization to you and to the BRS provider, once the child is placed.

II. Local Child Welfare Office responsibilities when a child is placed with a BRS or Non-BRS contracted provider or placed in a PRTS facility

A. When a caseworker is placing a child with a BRS or non-BRS contracted provider through one of the regional umbrella contracts:

1. When a BRS or non-BRS contracted provider accepts a child, coordinate the date/time of placement.
2. The local child welfare office submits the placement information to the Well Being Program (CF 91) via the dedicated email box BRS.PlacementSupport@state.or.us
Please write **PLACEMENT** in the Subject Line of the email.

TIP: Only complete Section D of the CF 91, Removal from home information, if this placement is the child's first placement in substitute care.

- a. Well Being program staff will validate all OR-Kids information on the program's license, the professional foster home or residential facility, the contract number and the service type and category.
- b. Well Being Program staff will enter and approve the placement in OR-Kids.
- c. Well Being Program staff will send to the caseworker, the supervisor, the BRS or non-BRS contracted provider, Client Enrollment Services at OHA, and the CCO, all the valid placement and contact information. (CF 92).

B. When a caseworker is placing a child in a PRTS facility

1. When a PRTS facility accepts a child, coordinate the date/time of placement.
2. The local child welfare office submits the placement information to the Well Being Program (CF 91) via the dedicated email box BRS.PlacementSupport@state.or.us Please write **PRTS PLACEMENT** in the Subject Line of the email.

TIP: Only complete Section D of the CF 91, Removal from home information, if this placement is the child's first placement in substitute care.

- a. Well Being program staff will validate all OR-Kids information on the PRTS facility, and the service type and category.
- b. Well Being Program staff will enter and approve the placement in OR-Kids.
- c. Well Being Program staff will send to the caseworker, supervisor, the PRTS facility, Client Enrollment Services at OHA, and the CCO all the valid placement and contact information. (CF 92).

C. When a child moves from one home to another within the same BRS or non-BRS agency.

1. The local child welfare office will have no direct responsibility for OR-Kids placement entry.
2. The Department is asking the BRS or non-BRS contracted provider to notify the child's caseworker and the Well Being program whenever a child is moved to another provider within the same agency.
3. Well Being program staff will confirm that the caseworker or supervisor are aware of and approve this placement change, validate all OR-Kids information on the BRS program's license, the professional foster home or residential facility, the contract number and the service type and category. Well Being Program staff will confirm with the caseworker or supervisor approval of the placement change and will enter and approve the placement in OR-Kids.

TIP: There are occasions when a child remains in the professional foster home but no longer under a contract, and the payment made to the family is a regular foster care payment. In these circumstances refer to AR CW-AR-11-007, Use of Child Caring Agency Homes for Non-BRS placement.

http://www.dhs.state.or.us/policy/childwelfare/ar/2011/cw_ar_11_007.pdf

D. When a child moves from one BRS provider to another BRS provider (another licensed child caring agency)

1. The local child welfare office submits the placement information to the Well Being Program (CF 91) via the dedicated email box

BRS.PlacementSupport@state.or.us Please write **BRS PLACEMENT** in the Subject Line of the email.

- a. Well Being program staff will validate all OR-Kids information on the BRS program's license, the professional foster home or residential facility, the contract number and the service type and category. Well Being Program staff will enter and approve the placement in OR-Kids.
- b. Well Being Program staff will send to you, the BRS provider, and the CCO, all the valid placement and contact information. (CF 92).

E. When a child leaves a BRS or non-BRS program to regular foster care or returns home.

1. The local child welfare office staff close the contracted placement service and enter and approve the regular foster care service in OR-Kids, or, as applicable end the substitute care service when the child has returned home or otherwise exited from care.

III. Local Office responsibilities when a child is placed through a Child-Specific Contract

1. The caseworker consults with the Residential Resource Consultant on the type of contracted placement appropriate to meet the child's needs.
2. The caseworker prepares a referral packet to appropriate contracted programs (See section I above).
3. When a contracted program accepts a child, the RRC will be notified by the contracted Program and will coordinate with you the date/time of placement.
 - a. The RRC will write and submit the child specific contract and will submit the contracted placement information to the Well Being Program (CF 91) via the dedicated email box BRS.PlacementSupport@state.or.us RRC: Please write **PLACEMENT** in the Subject Line of your email.
 - b. Well Being program staff will validate all OR-Kids information on the program's license, the professional foster home or residential facility, the contract number and service type and category. Well Being Program staff will enter and approve the placement in OR-Kids.

- c. Well Being Program staff will send to the caseworker, supervisor, the contracted provider, Client Enrollment Services of OHA, and the CCO all the valid placement and contact information. (CF 92).

IV. Local Office responsibilities for monthly validation of the BRS and Non-BRS contracted and and PRTS placement services

Each month the contracted provider submits an invoice to the Department for the services rendered during the month. Each local child welfare branch office will be asked to validate that the child received the contracted placement service during the previous month. Check to make sure the dates of the contracted placement service are accurate. Please do so in a timely manner.

V. Local Office responsibilities when a child has a chronic health condition

When a child has a chronic health condition such as diabetes, the caseworker should contact the Nurse Coordinator, Heidi Beaubriand, to coordinate education of the BRS provider on health care management for the specific condition.

Heidi.beaubriand@state.or.us or 503-947-1187.

VI. Responsibilities regarding CCO coverage

1. The Medical Assistance Resource Coordinators (MARC)s in the Well Being Program will add the service area exemption to the child's CCO coverage in MMIS, to lock the child's health care coverage in MMIS into the county of jurisdiction for any BRS or PRTS placement. This action will be completed within the week of a child's entry into a BRS or PRTS placement, no later than Friday at 5PM of that week. The branch office Medical Assistance Specialist is **not** responsible for this action.
2. When the child leaves the BRS contracted placement, AND the child is returned to a foster care placement or returned home, the branch Medical Assistance Specialist (MAS) will notify the Medical Assistance Resource Coordinators (MARC)s who will remove the service area exemption in MMIS and ensure the effective date matches the date of discharge. This action will be completed no later than Friday at 5PM of the week of the placement change.

The local child welfare office's entry of the foster care placement or return to home placement will change the child's address in OR-Kids. The child's new address will be automatically exchanged between the OR-Kids and MMIS data systems to generate appropriate CCO enrollment information.

CF 90 – <https://apps.state.or.us/Forms/Served/ce0090.doc>

CF 91- <https://apps.state.or.us/Forms/Served/ce0091.doc>

CF 92- <https://apps.state.or.us/Forms/Served/ce0092.doc>

BRS Placement Process

Field/Stakeholder review: ☒ Yes ☐ No

**If yes, reviewed by: A Workgroup of field and Well Being Program staff
and members of the Alliance for Children**

If you have any questions about this action request, contact:

Contact(s):	Aj Goins or Kevin George, Well Being Program Managers Residential Resource Consultants: Meg Hopkins, Becky Emert, Susana Alvarez and Adam Rodakowski		
Phone:	503-945-6897 Aj Goins 503-945-5987 Kevin George 503-872-6985 Meg Hopkins 541-966-0842 Becky Emert 541-474-3120 Susana Alvarez 503-378-4611 Adam Rodakowski	Fax:	503-945-6969
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